



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

Developmental Disabilities Administration

Michael S. Chapman, Director

TO: NEW DIRECTIONS PARTICIPANTS AND SUPPORT BROKERS

FROM: CATRIONA JOHNSON, ASST. DIRECTOR FOR STATE AND FEDERAL RELATIONS

SUBJECT: UPDATE ON NEW DIRECTIONS POLICIES AND PROCEDURES

DATE: DECEMBER 20, 2007

CC: DDA REGIONAL OFFICES; RESOURCE COORDINATION AGENCIES; FISCAL MANAGEMENT SERVICES

As most of you are aware, the *New Directions* waiver is a pilot three-year program that the Developmental Disabilities Administration (DDA) plans to renew with the Center for Medicare and Medicaid Services (CMS) beginning July 1, 2008. As a pilot program, *New Directions* continues to grow and evolve and DDA continues to develop policies, procedures, guidelines, and resources to better implement the program. We therefore want to make you aware of several policy changes that may not have been in place when you entered *New Directions*:

- 1) The *New Directions* waiver specifies that all Plan and Budget Modifications, except those that address immediate health and safety needs, must be made by the end of the third quarter of the fiscal year. **This means that all Plan and Budget Modifications must be submitted to your Fiscal Management Service by March 31, 2008.** After that date, all Plan and Budget Modifications submitted to address immediate health and safety needs must be approved by your *New Directions* Regional Coordinator.
- 2) The DDA approves Individual Plans and Budgets (IP&Bs) with particular attention to the number of staff being hired and hours of services being provided. DDA will not approve IP&Bs in which there are inadequate numbers of staff. It has come to our attention that some immediate family members of adults who are acting in the capacity of paid staff are being paid for over 40 hours of work per week and billing for overtime wages. This practice is no longer allowed. **Participants and their Support Brokers paying family members for hours beyond 40 per week have 6 weeks from the date of this memo to hire additional staff.** If you are unable to implement your IP&B as approved by DDA, you may wish to talk to your Resource Coordinator about moving into the *Community Pathways* waiver, placing the responsibility of staffing in the hands of a licensed DDA provider.
- 3) Beginning immediately, individuals new to *New Directions* will be asked to sign an agreement with DDA stating that they will implement their IP&B as approved. This agreement will be mailed to existing *New Directions* participants shortly.
- 4) DDA has revised its Support Broker training and has developed a Support Broker manual, which will be mailed to all *New Directions* participants and Support Brokers in January. **We strongly recommend that Support Brokers retake the Support Broker training, so that they are up-to-date on New Directions policies and procedures.**

If you have questions about this guidance or other issues pertaining to *New Directions*, please do not hesitate to discuss them with your Resource Coordinator or *New Directions* Regional Coordinator.

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Web Site: www.dhmh.state.md.us